

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PUBLIC HEALTH CONSULTANT MANAGER

JOB DESCRIPTION

Employees in this job supervise public health consultants in the development of programs and services in such areas as prenatal health care, audiology/speech, eye health and visual efficiency, maternal and infant health, child and adolescent health, substance abuse, chronic disease detection/prevention/health screening, and primary care. The employee works within general methods and procedures, exercises considerable independent judgment to select the proper course of action, and is required to review the work of professional public health consultants to ensure conformance with established guidelines, methods, procedures and policies.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Public Health Consultant Manager-1

Public Health Consultant Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title – Public Health Consultant Manager-2

Public Health Consultant Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs professional staff in the administration of statewide and special project program grants, and the purchase of services for local health departments and health care organizations.

Coordinates and directs health projects in local communities for the promotion and maintenance of the public health.

Develops criteria for the evaluation of state and local health program services and conducts evaluations in cooperation with program staff.

Consults with and provides technical assistance to state and local program administrators, legislators, the media, and other interested parties regarding public health program issues.

Develops and interprets rules, policies, and procedures related to health programs and services for implementation by local health care agencies.

Develops educational materials, newsletters, reports, and other documents to enhance public awareness regarding health programs.

Provides assistance in the preparation of educational material and its evaluation for effectiveness.

Provides assistance in the conduct of workshops and institutes.

Reviews, evaluates, and recommends approval of applications of providers of hearing and speech services who wish to enroll in the various medical assistance programs.

Monitors the service delivery of providers in the medical assistance program, and recommends termination of provider enrollment in the medical assistance program when necessary.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the needs and problems in the field of community health.

Thorough knowledge of the elements of adequate community health care programs.

Thorough knowledge of local health agencies.

Thorough knowledge of the social sciences.

Thorough knowledge of the initiation, development, and evaluation of public health programs.

Thorough knowledge of the techniques of dealing with individuals and groups.

Thorough knowledge of community organization.

Thorough knowledge of sources and utilization of funding for specialized statewide programs.

Thorough knowledge of policies, procedures, rules, and regulations relative to the specialized program being directed.

Thorough knowledge of survey and research methods.

Thorough knowledge of equal employment practices.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of employee policies and procedures.

Thorough knowledge of the methods used to detect and correct hearing disorders.

Thorough knowledge of the pathology of hearing and speech disorders.

Thorough knowledge of the methods used in the development of local audiology and/or speech pathology programs.

Ability to recognize health care system problems and recommend solutions.

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Ability to plan and oversee health care programs for local communities.

Ability to direct and evaluate employees.

Ability to coordinate state and local health care program activities.

Ability to train subordinate professional staff and local personnel regarding health care programs.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to operate audiometric equipment and to interpret the results.

Working Conditions

Some jobs require travel.

Physical Requirements

None.

Education

Possession of a master's degree in public health or a public health related field such as nursing, epidemiology, health education, dietetics/nutrition management, genetics, social work, public administration, counseling with a concentration in community agencies, speech and hearing, audiometry, audiology, or special education with specialization in blind/visually disabilities.

Experience

Public Health Consultant Manager 13

Four years of professional post-master's experience as a consultant in a field of public health, including two years of experience equivalent to a Public Health Consultant P11 or one year of experience equivalent to a Public Health Consultant 12.

Public Health Consultant Manager 14

Five years of professional post-masters experience as a consultant in a field of public health, including three years of experience as a Public Health Consultant P11.

OR

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Two years of experience equivalent to a Public Health Consultant 12.

OR

One year of experience equivalent to a Public Health Consultant 13.

Special Requirements, Licenses, and Certifications

Some positions may require the possession of specialized education and experience in audiology and/or speech.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PUBHCSMGR

Job Code Description

Public Health Consultant Manager

Position Title

Public Health Consultant Manager-1

Public Health Consultant Manager-2

Position Code

PUBHMGR1

PUBHMGR2

Pay Schedule

NERE-148

NERE-154

ECP Group 3
8/20/2000
DS/VLWT/MBK